

**APPLICATION FOR ASSISTANCE  
Democracy and Human Rights Fund**

1. **PROJECT TITLE:** \_\_\_\_\_

2. **ORGANIZATION:** \_\_\_\_\_

3. **LOCATION:** \_\_\_\_\_ **DISTRICT** \_\_\_\_\_

4. **PROJECT COORDINATOR:**

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

5. **ORGANIZATION MEMBERS / CONTACTS:**

a) Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

b) Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

c) Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

d) Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

6. **FINANCIAL STATEMENT:**

a) Amount Requested from Embassy Le \_\_\_\_\_

b) Other Sources Le \_\_\_\_\_

c) Total Budget Le \_\_\_\_\_

d) Banking Institution \_\_\_\_\_

7. **ATTACHMENTS (CHECK IF INCLUDED):**

\_\_\_\_\_ a) Project Proposal

\_\_\_\_\_ b) Detailed Budget

\_\_\_\_\_ c) List of past activities

**STATEMENT OF SUPPORT**

We the undersigned hereby declare that all information herein contained is true and accurate to the best of our knowledge. We are in full agreement with the contents of this application and wholeheartedly support the proposed project for our community.

Project Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Inst./NGO: \_\_\_\_\_ Date: \_\_\_\_\_

**EMBASSY OF THE UNITED STATES OF AMERICA, FREETOWN**  
**DEMOCRACY AND HUMAN RIGHTS FUND**  
**INFORMATION SHEET**

**I. PROGRAM INTRODUCTION / OBJECTIVES**

The Democracy and Human Rights Fund (DHRF) provides a mechanism in African countries, using USAID resources, to support and strengthen democratic institutions and civil societies, and to adopt and adhere to democratic values and practices.

The goals and purposes of the DHRF are to finance project activities and support a change in the democratic institutions, the promotion of political pluralism, and human and civil rights. Projects are at most one year long. The DHRF ceiling fund amount is US \$25,000. The general amount usually varies between US \$10,000 to US \$15,000.

**II. CRITERIA FOR DHRF ELIGIBILITY**

Proposed project must fall under the following categories:

1. **Human Rights:** Including education, human rights NGO start-ups, creative projects to improve respect/ enforcement of human rights, torture victim rehabilitation.
2. **Legal:** Including the publication, translation into minority dialects and dissemination of the Constitution and other laws, legal education, bar and legal association start-ups, legal aid projects.
3. **Judicial Action:** Projects geared toward the development and improvement of the judicial system, training of modern/traditional judicial officials-on the rule of law or the role of the judicial branch in a democracy.
4. **Legislature:** Projects geared toward improving the Legislature's efficiency, and training MPs and their staff.
5. **Civic Education:** Public education and training for independent journalists on the role played by the independent media in a democracy, technical assistance, support to journalist association start-ups, public awareness campaign or voting rights and/or the social costs of public corruption.
6. **Women's Rights:** Education, counseling and legal aid for the prevention of violence against women or female genital mutilation, empowerment of women, women-led NGO start-ups, increased access of women and ethnic groups to the judicial system and the political processes
7. **Elections:** Limited assistance is available to independent electoral commissions, local agents or NGO's responsible for following up the electoral process.
8. **Conflict Resolution:** Limited intervention in promoting tolerance and understanding among various groups which make up the society (ethnic, religious, or political factions).

*Please note: Projects related to direct support to political parties, military programs and/or police activities are not accepted.*

### III. APPLICATION PROCEDURE

Applications for the Democracy and Human Rights Fund should include the following:

#### 1. Information on the Beneficiaries

- Name and title of person the coordinator/point of contact with the DHRF.
- Name, address, and telephone number of the beneficiary organization.
- Brief description of the organization presenting the project. Establishment date, location of headquarters of project. Number of members, number of people employed, source of funding, bank account number, name of treasurer, and name of auditor.
- List any other past activities carried out by the NGO.

#### 2. Project Context

- Description of the aims/objectives of the project. How will the project respond to eligibility criteria?

#### 3. Project Description

- Proposed date for the commencement of the project. *Note section IV.*
- Step by step description of the activities in the implementation of the project.

#### 4. Project Calendar

- Provide a provisional calendar of the proposed project activities. The exact months are not necessary, but we require a general timeline of events.

#### 5. Project Budget

- A complete breakdown of the project's budget is necessary for consideration.

### IV. DEADLINE AND SAMPLE TIMELINE

Due to circumstances beyond our control, the timeline for project approval and grant signing is different every year. Below is an ideal scenario:

- **December 1st each year:** *The last day for submission* of each proposal for the following fiscal year, but proposals can be submitted throughout the year. This deadline MAY CHANGE. Contact us for the latest information.
- January through March (*estimate*): Review of projects.
- April-June (*estimate*): Projects are selected by the Embassy
- June-August (*estimate*): At the Embassy, grant agreements are signed for selected projects that were submitted by December of the previous year.
- About one month later: If the grantee has followed procedures quickly, first checks are disbursed.

*Please note: Even if the project and organization satisfy the criteria, not all projects submitted will necessarily be accepted. Even those accepted may not receive the total amount requested. However, all projects selected for funding must meet our terms.*

## **V. CRITERIA AND INFORMATION ON THE USE OF FUNDS**

1. The use of funds is not authorized for other projects that do not fall under the DHRF criteria. For example, funds which have been assigned for civic education cannot be used to organize a press conference on the rights of children, even if the organization is involved in both activities. Funds can only be used to fund activities outlined in the signed agreement.

The agreement **can** fund the following aspects:

- Preparation of campaign (e.g., meeting in a rented space)
- Transportation to and from the meeting place.
- Meals and other transport fares for conference participants, organizers and trainers.

The agreement **cannot** fund the following aspects:

- The purchase of generators or vehicles, including motorbikes.
- The purchase of furniture or office repairs.
- Direct support to political parties, specific candidates, military programs and/or police activities.

2. There is usually a waiting period of one month from the date the invoice is submitted and the time the check arrives.

## **VI. GRANT SIGNING**

Once a project has been approved, a revised application may be requested by the embassy. This budget should be returned as soon as possible to the embassy's Special Projects Office with the most current prices quoted. Pro forma invoices (price quotes) from different vendors should be included. After all the information has been submitted, the Embassy will prepare an Individual Activity Agreement (IAA). The IAA is the obligating document between the U.S. Government and project personnel. The IAA must be signed by the Ambassador and the Project Coordinator identified in the final approved proposal.

## **VII. PROCEDURES AND EXPECTATIONS**

### **1. Cash Advances**

The Grantee will request a cash advance for no more than half of the approved grant award. This cash will arrive in approximately 4-8 weeks in the form a U.S. Treasury Check drafted to the Project Organization. It is not possible to reimburse the project for materials purchased in advance of approval of project. Paid and stamped receipts must be forwarded to the Special Projects Office as soon as goods have been received. Receipts should list materials purchased, including quantity and price, method of payment (include number of check if appropriate), and the buyer (Project Organization). The remainder of the grant will be disbursed after receipt of paid receipts and/or documentation of work progress.

## **2. Project Reports**

The Grantee will submit midterm and end-of-project reports. They will include: a description of work completed; a budget review; and copies of bank account statements. Photographs or documentation of work done is encouraged. Annual Impact Statements are required for two years after the project's completion. Grantees should contact the embassy by phone or otherwise at least once a month, and whenever problems or questions arise. Embassy representatives will also conduct periodic site visits to evaluate progress.

## **3. Publicity**

It is expected that publicity will be given to the DHRF program, including press and radio releases, photographs, and other means to acknowledge the shared efforts of the Sierra Leonean and American people.

### **CONTACT INFORMATION:**

Thomas Poeschl, Special Projects Coordinator  
(022) 515-280 or (078) 950-400  
poeschltj@state.gov

Mohamed Turay, Assistant Special Projects Coordinator  
(022) 515-290 or (076) 515-290  
turayms@state.gov

### **ANNUAL DEADLINE FOR PROJECT PROPOSAL SUBMISSION: DECEMBER 1<sup>st</sup>**

Please note that deadlines and other details/guidelines may vary from year to year. Feel free to contact us for updated information.